



# State of New Mexico Purchase Order

PO Number to be on all invoices and Correspondence

**Dispatch via Print**

## Children, Youth & Family Dept

P.O. DRAWER 5160  
SANTA FE NM 87501  
United States

**Vendor:** 0000054450  
THE UNIVERSITY OF NEW MEXICO  
CONTRACT & GRANT ACCOUNTING  
MSC 01 1245  
1 UNIVERSITY OF NM  
ALBUQUERQUE NM 87131-0001

<b>Purchase Order</b> 69000-0000041031	<b>Date</b> 07/26/2013	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> Pay Now	<b>Freight Terms</b> FOB Destination	<b>Ship Via</b> Best Way	
<b>Buyer</b> IRENE PATTERSON	<b>Phone</b>		

**Ship To:** 1120 PASEO DE PERALTA, ROOM 212  
SANTA FE NM 87502  
United States

**Bill To:** P.O. DRAWER 5160  
SANTA FE NM 87501  
United States

**Origin:** EXE **Exc\Excl #:** 13-1-98A

Line-Sch	Item/Description	Mfg ID	Quantity UOM	PO Price	Extended Amt	Due Date
----------	------------------	--------	--------------	----------	--------------	----------

1- 1	Continue provision of data management services to Home Visiting programs, combining Federal and State Funds into one contract.		1.00 EA	143,500.00	143,500.00	07/26/2013
------	--	--	---------	------------	------------	------------

69000-06700-4050000000-535600- -006907- - -114-30000

**Schedule Total** 143,500.00

**Contract ID:** 13-690-14804-1

**Contract Line:** 0 **Release:** 1

**Item Total** 143,500.00

2- 1	Continue provision of data management services to Home Visiting programs, combining Federal and State Funds into one contract.		1.00 EA	220,000.00	220,000.00	07/26/2013
------	--	--	---------	------------	------------	------------

69000-06700-4050000000-535600- -006927- - -114-30000

**Schedule Total** 220,000.00

**Contract ID:** 13-690-14804-1

**Contract Line:** 0 **Release:** 2

**Item Total** 220,000.00

**Contract:** 13-690-14804-1

**Total PO Amount** 363,500.00

Agency Approval - I certify that the proposed purchase represented by this document is authorized by and is made in accordance with all State (and if applicable Federal) legislation rules and regulation. I further certify that adequate unencumbered cash and budget expenditure authority exists for this proposed purchase and all other outstanding purchase commitments and accounts payable.

**Authorized Signature**

**State of New Mexico**  
**Children, Youth & Families**  
Information Technology Agreement  
Contract 13-690-14804  
Amendment No. One

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **Children, Youth & Families**, hereinafter referred to as the "Procuring Agency," and **The Regents of the University of New Mexico**, herein after referred to as the "Contractor".

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT THE FOLLOWING PROVISIONS OF THE ABOVE-REFERENCED CONTRACT ARE AMENDED AS FOLLOWS:

**1. Terms and Conditions.**

**ARTICLE 3 - COMPENSATION**

B. Payment. The total compensation under this Agreement shall not exceed \$727,000.00 including New Mexico gross receipts tax.

**ARTICLE 5 – TERM**

THIS AGREEMENT SHALL NEITHER BE EFFECTIVE NOR BINDING UNTIL APPROVED BY THE DoIT.

This Agreement shall terminate on **June 30, 2015**, unless terminated pursuant to Article 6. No contract term, including extensions and renewals, shall not exceed four years, except as set forth in Section 13-1-150 NMSA 1978.

**2. Replace original Exhibit A- Scope of Work with the following Exhibit A.**

- I. Purpose of the agreement:
  - To maintain the home visiting data management system for all CYFD's contracted home visiting programs;
  - To provide training for staff of home visiting programs contracted with CYFD on use of the data management system, including accurate documentation and continuous program quality improvement;
  - To provide analysis of the collected data to assist the state in determining the outputs and effectiveness of the CYFD home visiting program;
  - To maintain clear accountability for the Health Resources and Services Administration and the state CYFD funding streams
- II. Performance Measures
  - Maintain the home visiting data management system with accurate and complete data.
  - Provide reports tracking the required demographics and activities towards achievement of the federal Maternal Infant Early Childhood Home Visiting (MIECHV) program's six Benchmark areas and 35 constructs, by CYFD contracted home visiting provider agencies, as specified by the CYFD application to MIECHV.

- Provide reports tracking the required demographics and activities towards achievement of the state-defined five Long-term Outcomes, by CYFD contracted home visiting provider agencies.

### III. Activities

- The contractor shall complete the activities included in the following Deliverables, including:
  - i. Maintenance of an accurate and complete database of home visiting program activities
  - ii. Training of users
  - iii. Provision of reports

### IV. Monitoring

- CYFD will regularly monitor all aspects of this contract

#### I. Deliverables

The following sections describe the required tasks and subtasks to be performed by the Contractor for each Deliverable under the terms of this Agreement. The Contractor must perform each task and/or subtask, but is not limited to performing only the identified task or subtasks in a given project area. The Parties hereby agree that the Deliverable(s) are the controlling items and that the Contractor's obligation is to perform and deliver the Deliverable as described in the following sections.

#### A. Deliverable Number 1: Maintenance of the home visiting data management system for all CYFD home visiting programs

<u>Deliverable 1</u>		<u>Due Date</u>	<u>Compensation</u>
Maintenance of the home visiting data management system for all CYFD home visiting programs		Monthly through June 30, 2015	Total Compensation: \$68,359.00
		<b>NM Home Visiting</b>	<b>Home Visiting Expansion</b>
		\$2,119.50 per month; not to exceed \$25,434.000	\$3,577.08 per month; not to exceed \$42,925.00
<b>Task Item</b>	<b>Sub Tasks</b>		
<b>System design</b>	<b>Sub 1</b>	The Contractor will: <ul style="list-style-type: none"> <li>• Maintain and make regular updates and improvements to the data management system for all CYFD home visiting programs.</li> <li>• Operate a ListServ for CYFD management and contracted agencies.</li> <li>• Implement a statewide home visiting program registry of all providers regardless of funding/oversight. Information includes program name and location, service capacity, model/approach used, and other areas as identified by the Procuring Agency.</li> </ul>	

<b>Responsive system management</b>	<b>Sub 2</b>	The Contractor will: <ul style="list-style-type: none"> <li>• Submit requests for revisions to the data management system from CYFD Home Visiting programs (outside of regular maintenance) to the CYFD Home Visiting Manager. Requests shall be submitted in writing to the Procuring Agency for review and acceptance using CYFD's Change Order form and include time/cost estimates for the proposed work. Elective revisions may incur costs to the specific contracted home visiting provider.</li> </ul>	
<b>Maintain data security</b>	<b>Sub 3</b>	The Contractor will: <ul style="list-style-type: none"> <li>• Maintain security, with password protection and carefully delineated access using the security standards as approved by CYFD ITS.</li> <li>• Ensure data for each specific contracted provider can only be viewed by that program's personnel and CYFD managers as approved in advance.</li> <li>• Provide a list of any non-CYFD home visiting provider personnel who have access to the data base including level of access and reason for access to the CYFD Home Visiting Program Manager. Update as necessary.</li> <li>• Ensure that access to electronic records comply with ePHI and HIPAA as required by CYFD.</li> </ul>	
<b>Maintain system</b>	<b>Sub 4</b>	The Contractor will: <ul style="list-style-type: none"> <li>• Purchase, repair and update software and UNM hardware as needed to maintain all functions of the data management system.</li> </ul>	
<b>Communication with other data management systems</b>	<b>Sub 5</b>		The Contractor will: <ul style="list-style-type: none"> <li>• Communicate with other data management systems, specifically the Efforts To Outcomes (ETO) system of Nurse Family Partnership.</li> </ul>

**B. Deliverable Number 2 Training and technical assistance support**

<b><u>Deliverable 2</u></b>		<b><u>Due Date</u></b>	<b><u>Compensation</u></b>
Training and technical assistance support		Monthly through June 30, 2015	Total Compensation: \$89,994.00
		<b>NM Home Visiting</b>	<b>Home Visiting Expansion</b>
		\$3,008.33 per month; not to exceed \$36,100.00	\$4,491.17 per month; not to exceed \$53,894.00
<b>Provide training and technical assistance support to users</b>	<b>Sub 1</b>	The Contractor will: <ul style="list-style-type: none"> <li>• Technical assistance may be provided on-site, telephonically, via the web, via email.</li> <li>• Users must be (re)trained when there are significant revisions to the data management system.</li> <li>• Train managers of programs contracted with CYFD to provide home visiting services to use reports to monitor staff activities and client status, and for continuous quality improvement</li> <li>• Promote use of the workforce data collection screens by participating programs providing CYFD-funded home visiting services.</li> </ul>	

Support of users	Sub 2	<p>The Contractor will:</p> <ul style="list-style-type: none"> <li>• Participate in monthly Ask the Manager conference calls with the CYFD managers and all contracted home visiting providers to answer questions and provide direction.</li> <li>• Attend Quarterly Home Visiting Meetings as set by the Agency.</li> <li>• Monitor data for completeness and accuracy, and work with users when data is inaccurate or incomplete</li> </ul>
------------------	-------	--

**Deliverable Number 3: Reports and analysis of data**

<b><u>Deliverable 3</u></b>		<b><u>Due Date</u></b>	<b><u>Compensation</u></b>
Provide reports and analysis of data		Monthly through June 30, 2015	Total Compensation: \$83,401.00
		<b>NM Home Visiting</b>	<b>Home Visiting Expansion</b>
		\$1,853.50 per month; not to exceed \$22,242.00	\$5,096.58 per month; not to exceed \$61,159.00
<b>Identify and analyze data needed to meet standards for evidenced based practice in the Home Visiting field</b>	Sub 1	<p>The Contractor will:</p> <ul style="list-style-type: none"> <li>• Track activities towards the CYFD-defined 5 Long-Term Outcomes*see page 6</li> </ul>	<p>The Contractor will:</p> <ul style="list-style-type: none"> <li>• Track activities towards the Maternal Infant Early Childhood Home Visiting (MIECHV) program 35 Constructs within the 6 Benchmark areas** see page 6</li> </ul>
		<p>The Contractor will:</p> <ul style="list-style-type: none"> <li>• Develop and implement a system for CYFD to monitor quality and compliance with the state Standards of Service by contracted programs, in conjunction with, and with the approval of, the Procuring Agency</li> <li>• Work with the Procuring Agency to develop and implement a system for documentation and tracking of required program quality elements in preparation for home visiting participating in the FOCUS quality rating and improvement system</li> </ul>	
<b>Produce reports</b>	Sub 2	<p>The Contractor will:</p> <ul style="list-style-type: none"> <li>• Produce reports for contracted providers to meet the requirements of the New Mexico Home Visiting Standards of Service and submit to the Procuring Agency for review and acceptance.</li> </ul>	<p>The Contractor will:</p> <ul style="list-style-type: none"> <li>• Produce reports for contracted providers using specific models, to meet the requirements of the model, specifically Parents As Teachers and Nurse Family Partnership.</li> <li>• Produce reports to the Maternal Infant Early Childhood Home Visiting (MIECHV) program, in the format and on the timeline required. Reports must track required demographics and activities towards the Maternal Infant Early Childhood Home Visiting (MIECHV) program 35 Constructs with the 6 Benchmark areas** see page 6</li> </ul>

		<p>The Contractor will:</p> <ul style="list-style-type: none"> <li>• Produce an Annual Report on achievement of the state 5 Outcomes for home visiting. This report will reflect data elements related to each of the 5 Outcomes, as defined by CYFD management in collaboration with the data management staff.</li> <li>• Prepare regular reports as required by CYFD. Such reports are to provide the CYFD-Early Childhood Services with data about home visiting services delivered. Reports should reflect distinctions among clients with lengthy terms of participation and clients who did not stay with the services.</li> <li>• Provide quarterly reports specific to each contracted provider, reporting data as determined by the CYFD Home Visiting Program Manager, in a format approved by the Procuring Agency due by the 15<sup>th</sup> of October, January, and April, with a summary report due June 30.</li> <li>• Provide visually-appealing reports on home visiting program elements as requested by CYFD management due at the end of the contracting period.</li> <li>• Produce an annual home visiting workforce report that presents an accurate picture of the education levels of the workforce due June 30, 2014.</li> </ul>
<b>Public Information Requests</b>	<b>Sub 3</b>	<p>The Contractor will:</p> <ul style="list-style-type: none"> <li>• Route requests for reports by persons other than CYFD contracted home visiting providers, including Public Information Act requests, to the CYFD Home Visiting Program Manager.</li> <li>• Submit such reports to the CYFD Home Visiting Program Manager for approval prior to release.</li> </ul>

**D. Deliverable Number 4: Purchase and maintenance of software licensing/lease, customization and support**

<b><u>Deliverable 4</u></b>		<b><u>Due Date</u></b>	<b><u>Compensation</u></b>
Purchase and maintenance of software licensing/lease, customization and support		Monthly through June 30, 2015	Total Compensation: \$78,429.00
		<b>NM Home Visiting</b>	<b>Home Visiting Expansion</b>
		\$3,483.33 per month; not to exceed \$41,800.00	\$3,052.42 per month; not to exceed \$36,629.00
Purchase licenses for software (Symserve)	<b>Sub 1</b>	<p>The Contractor will:</p> <ul style="list-style-type: none"> <li>• Contract with SymServe for licensing/lease for the <i>R/Client Children</i> software.</li> </ul>	
Customization and Technical Assistant (TA) for home visiting data management system.	<b>Sub 2</b>	<p>The Contractor will:</p> <ul style="list-style-type: none"> <li>• Contract with Symserve to customize and provide technical assistance on the data management system to fit the needs of the NM Home Visiting program in areas including required fields, drop-down menus, and reports, and to meet the specific needs of New Mexico's home visiting model Standards of Service.</li> </ul>	<p>The Contractor will:</p> <ul style="list-style-type: none"> <li>• Contract with Symserve to customize and provide technical assistance on the data management system to meet specific needs of home visiting models, including Nurse Family Partnership, Parents as Teachers.</li> </ul>



Coordination of home visiting data management		<p>The contractor will:</p> <ul style="list-style-type: none"> <li>• Prepare a recruitment and pricing packet, working with SymServe, for use promoting the home visiting data management system to other home visiting programs outside the state and federal CYFD network, with the goal of supporting one coordinated statewide home visiting system. The packet shall be submitted to the Procuring Agency for review and acceptance. The materials must also include sample MOU's specifying ownership of data, and possible consent for sharing of de-identified data for statewide cross-agency/cross-model reporting.</li> <li>• Determine with SymServe appropriate work-sharing agreements when agencies other than those funded by CYFD contract for use of SymServe in New Mexico, and provide ongoing cost allocation reports for the use of personnel, equipment and materials shared with this contract</li> </ul>
---	--	---

**E. Deliverable Number 5: Administration of agreement and program support**

<u>Deliverable 5</u>		<u>Due Date</u>	<u>Compensation</u>
Administration of agreement and program support		Monthly through June 30, 2015	Total Compensation: \$43,317.00
		NM Home Visiting	Home Visiting Expansion
		\$1,493.67 per month; not to exceed \$17,924.00	\$2,116.17 per month; not to exceed \$25,393.00
Administer agreement and support of program	Sub 1	<p>The Contractor will:</p> <ul style="list-style-type: none"> <li>• Work with Procuring Agency's Program Manager to administer Agreement.</li> <li>• Submit invoices on a monthly basis to Procuring Agency's Program Manager for review and acceptance.</li> <li>• Train, supervise, and evaluate performance of UNM-CE project staff.</li> <li>• Attend meetings as required.</li> <li>• Ensure that where CYFD materials are used in training and handouts, the Procuring Agency receives proper credit and the CYFD logo is prominently displayed.</li> <li>• Support program monitoring of both the original and expansion programs.</li> <li>• Participate in on-site monitoring visits conducted by CYFD home visiting personnel.</li> <li>• Submit quarterly reports to Procuring Agency outlining successes and challenges, in a mutually-agreed upon format, for the Procuring Agency review and acceptance. Reports are due by the 15<sup>th</sup> of October, January, and April, with a summary report due June 30. Reports will be inclusive of both original and expansion managed data sets.</li> </ul>	

\*State 5 Long-Term Outcomes:

Babies are born healthy, Children are nurtured by their parents and caregivers, Children are physically and mentally healthy and ready for school, Children and families are safe, Families are connected to formal and informal supports in their communities.

\*\* Maternal Infant Early Childhood Home Visiting (MIECHV) 6 Benchmark areas:

Improved Maternal and Newborn Health; Child Injuries, Abuse, Neglect, Maltreatment, ER Visits; School Readiness; Domestic Violence; Family Economic Self-Sufficiency; Coordination and Referrals for Other Community Supports.

**All remaining articles in Agreement No. 13-690-14804 shall remain in effect and are not altered by this Amendment.**

**EXHIBIT B: BUDGET**  
**University of New Mexico**  
**Continuing Education**

<b>Deliverable</b>	<b>Description</b>	<b>Amount</b>
1	Maintenance of the home visiting data management system for all CYFD home visiting programs	\$68,359.00
2	Training and technical assistance support	\$89,994.00
3	Reports and analysis of data	\$83,401.00
4	Purchase and maintenance of software licensing/lease, customization and support	\$78,429.00
5	Administration of agreement and program support	\$43,317.00
	<b>FY14 Total</b>	<b>\$363,500</b>
	<b>Contract Total</b>	<b>\$727,000</b>

Monthly invoices must specify the amount billed for each Deliverable and must distinguish between the state and the federal expenditure requests.

**Funding Sources**

**State: \$143,500.00**

**General Funds**

**Federal: \$220,000.00**

**Affordable Care Act**

**Health Resources and Services Administration (HRSA)**

**Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program**

**CFDA#93.505**

**Formula Award X02MC23089**



IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of the signature by the required approval authorities below.

By: R. Feeny-Galon Date: 7/18/13  
Yolanda Berumen-Dermes, Secretary or Designee  
Children, Youth and Families Department

B By: Michael D. Schwantes Date: 7-5-13  
Contractor Michael D. Schwantes  
Chief Financial Services Officer

By: Damien Aragon Date: 7-19-13  
Damien Aragon, Chief Information Officer  
Children, Youth & Families Department

Approved for legal sufficiency:

By: [Signature] Date: 7-15-13  
General Counsel  
Children, Youth and Families Department

By: Sandra Steckler Date: 7-23-13  
Sandra Steckler or Designee  
CYFD Chief Financial Officer

Approved as to information technology contractual specifications and compliance with the Department of Information Technology Act, Laws 2007, Chapter 290 and any and all Executive Orders relating to Information Technology issued by the Governor of the State of New Mexico:

By: [Signature] Date: 26 JUL 2013  
Darryl Ackley, Secretary and State CIO  
Department of Information Technology